

HOT
TIP!!

For up-to-date
information on
Region 4 job
openings, visit
www.fs.fed.us/r4
for employment links
to seasonal and
permanent fire
job openings.

Applications are usually required
by 11:59 **EASTERN time**— make
sure you check & account for the
time zone differences when
submitting your application!!



ALWAYS VERIFY ANN. NUMBER
WITH THE HIRING OFFICIAL!!!

A little about Announcement Numbers...

Announcement numbers are specific alpha-numeric links to the job for which you're applying. An example of an announcement number is: TEMPOCR-0462-03-FIRE-DT. It will be listed at the top of the page when you click to look at a specific job in USA Jobs. To get to specific jobs, search for a "series" - 0462 for fire, recreation or timber seasonal jobs and 0455 for range seasonal jobs (or search keywords- HOTSHOT, HELITACK, PREVENTION, FUELS, LOOKOUT depending on the type of job you want). Then use "refine your results" on the left side of the page and choose "Agency" (Dept. of Agriculture), "Grade" (3 for entry level), and "Work Type" (Temporary=seasonal). Contact the hiring manager to confirm announcement numbers, and check the Region 4 fire hire website for permanent fire jobs: http://www.fs.fed.us/r4/fire/r4fire_hire/.

You can use an announcement number to search for jobs in USAJobs, but they do have to be EXACT, so searching keywords or series 0462 or 0455 will give you more comprehensive search results.

Resumes for fire jobs should be longer than the business resume you have previously used—be sure to include all outdoor and physical activities you participate in—even if they aren't "jobs" per se. For example, include camping, hiking and sports in which you participate.

To find any forest's contact information:

- go to www.fs.fed.us
- Search by "State" or "Forest Name"
- At the forest page click the left menu bar on "About the Forest" "Districts" or "Offices"
- This brings up a list of all offices on that forest and their main contact phone number.
- This works for forests across the U.S.

USDA Forest Service
Region 4

2013 Season Wildland Firefighting Application Instructions

*A "How To" apply
online~ works for
any forest job.*



Nevada, Utah, Southern
Idaho & Western Wyoming



Resource Center is a great tool to find information about:

- Account Access
- Job Search
- How to create resumes
- How to Apply
- General Information
- FAQ's and
- Additional FORMS needed with some applications

Follow these instructions to apply...

1. Go to the internet site
www.usajobs.gov
2. On the upper right of web page: "Create an Account" for first time users—or "Sign In" to return.
3. For a new account, you will create a username and provide an email address where a link to your new account will be emailed to you.
4. Follow the link in the email USAJobs sends to provide your name and password information which will take you to your new account.

The *www.fs.fed.us/r4* employment website helps you know "where" the jobs are and "what" job to search for—such as handcrew, engine, Helitack, etc. "Advanced Search" has a video tutorial to help answer your search questions.



Attach documents such as transcripts, IQCS records, DD-214, letters of recommendation, awards, etc.

You always have easy access to check your application status here.

You can't apply to a job without a resume in USAjobs...

Use their resume builder OR upload one of your own, but REMEMBER...

The example resume may be a little shorter than you need to communicate your information. Resumes can be multiple pages—just be sure you list all of your outdoor and athletic experience.

Time spent in the beginning making sure all of the information in your profile and resume is complete and up-to-date makes applying to each job quick, easy and accurate.

Keep your username & password somewhere secure so you are able to quickly & easily access your information

**Apply at
*www.usajobs.gov***



Questions? Ask Me!

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